



*State of New Jersey*

RONALD DEFILIPPIS  
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WALTER F. TIMPONE  
Vice Chairman

AMOS C. SAUNDERS  
Commissioner

**ELECTION LAW ENFORCEMENT COMMISSION**

Respond to:  
P.O. Box 185  
Trenton, New Jersey 08625-0185

(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)

Website: <http://www.elec.state.nj.us/>

JEFFREY M. BRINDLE  
Executive Director

JOSEPH W. DONOHUE  
Deputy Director

DEMERY J. ROBERTS  
Legal Director

STEPHANIE A. OLIVO  
Compliance Director

EDWIN R. MATTHEWS  
Legal Counsel

**AUGUST 3, 2015  
NOTICE OF JOB VACANCY  
POSTING #15-140**

A non-competitive opportunity currently exists in the career service within the Election Law Enforcement Commission, for applicants who meet the minimum job requirements specified below:

**TITLE:** Agency Services Representative Trainee

**SALARY:** \$26,841.51

**LOCATION:** New Jersey Election Law Enforcement Commission  
28 West State Street  
P.O. Box 185  
Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** Two (2)

**DUTIES:** Under the very close supervision of the Director of Finance and Administration in the NJELEC, learns to perform customer service. Greets the general public by telephone or in-person. Responds to basic and routine questions or directs the public to the appropriate staff member according to their stated need. Collects and processes payments determining the type of receipt (fine, fee, lobbying).

**REQUIREMENTS:**

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**PROMOTION:**

Applicants who successfully complete the six (6) month training period will be eligible for promotion to the title of Agency Services Representative 1 or Customer Service Information Specialist 3, in accordance with Civil Service Commission procedures.

**NOTE: PRIVATE PRACTICE AND PARTISAN POLITICAL ACTIVITY PROHIBITED.**

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

If you are interested in the above position, please send a cover letter and current resume **via email only** before the closing date of **August 21, 2015 to:**

Judy Sheridan, Personnel Officer  
NJ Election Law Enforcement Commission  
Email: [Judy.Sheridan@elec.nj.gov](mailto:Judy.Sheridan@elec.nj.gov)

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.